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INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: Brand X Team **Date:** February 9, 1994

From: G. N. Yatrakis GNY/cbw

Subject: **Brand X Team Meeting**

A meeting to review the status of Brand X will be held on Tuesday, February 15 from 10:00 a.m. to 1:00 p.m. in A2E1 conference room at the Operations Center.

The agenda for this meeting is as follows:

- Review of Product Brief
- Review of Timelines
- Preparation for NPC Review
- Other Issues

It is important that all team members come prepared to discuss any and all issues of concern with regard to Brand X. Reviewing such issues will allow us to move forward with this project.

GNY:cbw

Brand X Team
M. Buchanan
C. Cohen
M. Fleming
T. Foster
M. Guy
M. Jeltema
A. Manwaring
H. Maxwell
B. Monahan
J. Spruill
M. Walchak

cc: J. Bickett
R. Cox
F. Della Crosse
E. Gee
R. Fenner
R. Heretick
A. Lopez
R. Mikulay
J. Myracle
B. Scott
E. Wooldridge

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